

APPLICATION FOR TRANSFER OF REGISTRATION PUBLIC HEALTH AND WELLBEING ACT 2008

CATEGORY 1 AQUATIC FACILITY

FORM VALID FROM 1 JULY 2025 TO 30 JUNE 2026



Complete all sections

SECTION 1 - TO BE COMPLETED BY THE NEW PROPRIETOR

PROPRIETOR DETAILS - IF REGISTERING AS A COMPANY:

Company Name	<input type="text"/>		
ABN/ACN	<input type="text"/>		
Company Contact	Given Names <input type="text"/>	Family Name	<input type="text"/>
Position	<input type="text"/>		
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

PROPRIETOR DETAILS - IF REGISTERING AS AN INDIVIDUAL:

Given Names	<input type="text"/>	Family Name	<input type="text"/>
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

PREMISES DETAILS:

New Business Name	<input type="text"/>	Registration No.	<input type="text"/>
Previous Business Name	<input type="text"/>		
Premises Address	<input type="text"/>		
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
ABN/ACN	<input type="text"/>		
Premises Phone No.	<input type="text"/>		

SECTION 2 - AQUATIC FACILITIES LOCATED AT THE PREMISES

Number of aquatic facilities located at the premises:
(please select all that apply)

Number of Swimming Pool(s)

(a) swimming;

(b) diving;

(c) recreational or therapeutic bathing;

(d) hydrotherapy;

(e) exercise;

(f) paddling;

(g) wading

Number of Spa Pool(s)

Number of Interactive Water
Feature(s)Number of Other Aquatic
Facilities

SECTION 3 - WATER QUALITY RISK MANAGEMENT PLAN

Does a current water quality risk management plan exist for each aquatic facility located at the premises?

Yes No

SECTION 4 - AQUATIC FACILITY OPERATOR

If you are the proprietor of an aquatic facility, are you also the aquatic facility operator? Yes No

If no, please provide details of the aquatic facility operator below:

Company Name

Company Contact

Given Names

Family Name

ABN/ACN

Date of Birth

Postal Address

Postcode

Phone

Mobile

Email

Where the applicant is a company, the signature must be of an authorised officer of that company.

SECTION 5 - TO BE COMPLETED BY THE NEW BUSINESS OWNER

Signature (applicant)

Print Name Date

Signature (applicant)

Print Name Date

SECTION 6 - TO BE COMPLETED BY THE CURRENT REGISTERED BUSINESS OWNER

Signature (applicant)

Print Name Date

Company Name

Position in Company Contact Phone No.

Signature (applicant)

Print Name Date

Company Name

Position in Company Contact Phone No.

Where the applicant is a company, the signature must be of an authorised officer of that company.

Date of transfer of business

PAYMENT DETAILS

Transfer Fee Payable Category 1 Aquatic Facility	\$150.00
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FURTHER INFORMATION

Telephone enquiries: (03) 9658 9658

MAIL

Community Wellbeing - Health
City of Melbourne
GPO Box 1603
Melbourne VIC 3001

EMAIL

health@melbourne.vic.gov.au

ONLINE PAYMENTS ARE HERE

In order to provide you with a more secure and streamlined service, we have introduced online payments for this type of application.

Upon submission of your completed form, you will receive a payment link via email. Payment can then be made online by credit card only.

Once payment is received your application will progress.

DEFINITIONS

category 1 aquatic facility means a swimming pool, spa pool or interactive water feature that—

- (a) is used by members of the public, whether free of charge or on payment of a fee; or
- (b) is used in association with a class or program that is offered free of charge or on payment of a fee; or
- (c) is located at the premises of an early childhood service, school or other educational institution; or
- (d) is located at premises at which residential aged care services are provided; or
- (e) is located at any of the following premises—
 - (i) a public hospital;
 - (ii) a multi purpose service;
 - (iii) a denominational hospital;
 - (iv) a private hospital;
 - (v) a privately-operated hospital within the meaning of section 3(1) of the Health Services Act 1988;

category 2 aquatic facility means a swimming pool or spa pool that is used by members of the public and located at the premises of the following—

- (a) a residential apartment complex;
- (b) a hotel, motel or hostel;

swimming pool means any artificial structure containing water that is used or intended to be used by people for any of the following—

- (a) swimming;
- (b) diving;
- (c) recreational or therapeutic bathing;
- (d) hydrotherapy;
- (e) exercise;
- (f) paddling;
- (g) wading

spa pool means an artificially constructed pool that—

- (a) has facilities for circulating heated turbulent water; and
- (b) is used or intended to be used for passive recreational or therapeutic bathing;

interactive water feature means any of the following—

- (a) a water slide and its associated receiving pool that uses recirculating water;
- (b) a wave pool or water play park that uses recirculating water;
- (c) any other artificially constructed water play feature where recirculating water may be inhaled or swallowed by a person or come into contact with a person's skin or mucous membranes;

This information is collected under the requirements of the Food Act 1984/

Public Health and Wellbeing Act 2008 for enforcement and public health purposes. It may be provided to the Department of Health & Human Services (DHHS) for the same purposes, and for statistical purposes related to the application of the Acts. It will be treated in compliance with the Privacy and Data Protection Act 2014 (PDPA) and the Information Privacy Principles contained in Schedule 1 of the PDPA. It will also be used to contact you concerning food safety initiatives, education and training provided by the City of Melbourne. Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information and will not disclose it to any external agencies unless required or authorised by law.

For details of external organisations to whom this personal information may be disclosed and to find out how to access or modify any personal information you have supplied please see Council's Privacy Policy Statement at melbourne.vic.gov.au